**Directions: Please save this file to your digital notebook as Lesson 1 Shortcut Keys. Follow the directions for each number.**

1. Select this text, then press CTRL + SHIFT + A. Leave text as it is, and go to #2.
2. Select this text, and press ALT + CTRL + 1. This changes the style to Heading 1.
3. Select this text, and press ALT + CTRL + 2. This changes the style to Heading 2.
4. Select the next three lines of text, and press CTRL + SHIFT + L. Leave the text bulleted, and go to next question.

Text line 1

Text line 2

Text line 3

1. Press CTRL + SHIFT + G. How many words are in this document right now? Write answer here:\_\_\_\_\_\_\_
2. Select this text and press CTRL + B
3. Select this text and press CTRL + U
4. Select this text and press CTRL + SHIFT + D
5. Select this text and press CTRL + SHIFT + . (last character is a period). Do this three times to the same text.
6. Select this text and press CTRL + M
7. When you click CTRL + P, what happens? (do not print). Type answer here:
8. What happens when you click CTRL + SHIFT + F12? (do not print). Type answer here:
9. Select this text and press CTRL + SHIFT + K. Leave text in small caps, and go to next question.
10. When you click F12, what happens? Answer here:
11. When you click SHIFT + F7, what happens? Answer here:
    1. Select this text and click CTRL + SHIFT + M
12. Select the following three lines of text and click CTRL + 2

Text line 1

Text line 2

Text line 3

1. Select the following three lines of text and click CTRL + 1.5

Text line 1

Text line 2

Text line 3

Make sure you have saved before you close!!